

NASA Office of Small Business Programs

# Awards Programs

Application Guidelines



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# Overview

## Overview

The Office of Small Business Programs (OSBP) Small Business Advocates Awards (SBAA) and Small Business Industry Awards (SBIA) are presented annually to NASA employees and NASA contractors, respectively, who make significant contributions to the Agency's small business program. The awards recognize successful and innovative practices that promote small business participation in helping the Agency to achieve its mission. The NASA Small Business Administrator's Cup (SBAC) Award is presented each fiscal year to the NASA Center with the best overall small business program.

Nominations for the SBAA and SBIA must be submitted by a NASA civil servant employee. Detailed criteria for each award are available in the guidelines on the following pages of this document and online at <http://www.osbp.nasa.gov/award.html>. The nomination deadline for both awards is due on the 1st Monday in August each year. Nominations are not accepted for the SBAC Award.

Additional information is available online at [www.osbp.nasa.gov/award.html](http://www.osbp.nasa.gov/award.html); or contact Ms. Truphelia M. Parker via e-mail at [truphelia.parker-1@nasa.gov](mailto:truphelia.parker-1@nasa.gov) or by phone at (202) 358-2088.

Thank you for your assistance in recognizing NASA employees and industry partners who are committed to ensuring the success of NASA's small business program.

A handwritten signature in black ink that reads "Glenn A. Delgado". The signature is fluid and cursive.

**Glenn A. Delgado**

Associate Administrator  
NASA Office of Small Business Programs



# Small Business Advocates Awards

## About the NASA Small Business Advocates Awards (SBAA)

### Advocates Award

The NASA Small Business Advocates Awards Program recognizes outstanding efforts in developing and implementing innovative practices in support of the Agency's small business program. Sponsored by the Office of Small Business Programs (OSBP), this annual awards program acknowledges the contributions made by NASA personnel and contractors throughout the Agency.

#### **Award categories include:**

1. Small Business Specialist of the Year
2. Procurement Person (or Team) of the Year
3. Technical Person (or Team) of the Year
4. Program Person (or Team) of the Year

#### **Selection criteria in each of these categories are as follows:**

1. General impact on NASA Small Business Program. Discuss the impact of the assistance provided, addressing both the short-term impacts on the program as well as the dollar impact on the program
2. Impact on NASA mission. Discuss the impact of the assistance provided, such as increased use of technology and/or cost savings on the NASA mission
3. Innovative methodologies and processes. Discuss the innovative methodologies/processes utilized to achieve the results stated in Criteria 1





# Small Business Agency-level Industry Awards



## About the

### NASA Small Business Agency-level Industry Awards (SBIA)

*Companies and/or their representatives must have been recognized as a NASA Center's Small Business Prime Contractor of the Year, Large Business Prime Contractor of the Year, or Small Business Subcontractor of the Year for the current fiscal year*

#### Industry Awards

The Small Business Industry Awards (SBIA) recognizes outstanding Small Business Prime Contractor's, Small Business Subcontractor's, and Large Business Prime Contractor's that support NASA in achieving its mission.

#### Small Business Industry Awards (SBIA) are made in three categories:

1. Small Business Prime Contractor of the Year
2. Small Business Subcontractor of the Year
3. Large Business Prime Contractor of the Year

#### Selection criteria in each of these categories are as follows:

##### Small Business Prime Contractor of the Year

1. Performs well on all NASA contracts—i.e., is on schedule and within cost
2. Exhibits responsiveness to contractual requirements, works cooperatively with contracting officials and program personnel, limits subcontracting to large businesses
3. Provides innovative solutions to problems/issues that arise in the contract

##### Small Business Subcontractor of the Year

1. Performs well as subcontractor on NASA contracts
2. Provides value-added and outstanding support—on schedule and within cost—to the prime contractor and innovative solutions to problems/issues that arise in the execution of the contract
3. Works cooperatively with NASA and prime contractor personnel

##### Large Business Prime Contractor of the Year

1. Performs well on all NASA contracts
2. Demonstrates overall sound small business programs, meets or exceeds small business requirements, uses small business contractors to perform some technical requirements of the contract during contract execution
3. Sponsors/participates in outreach activities



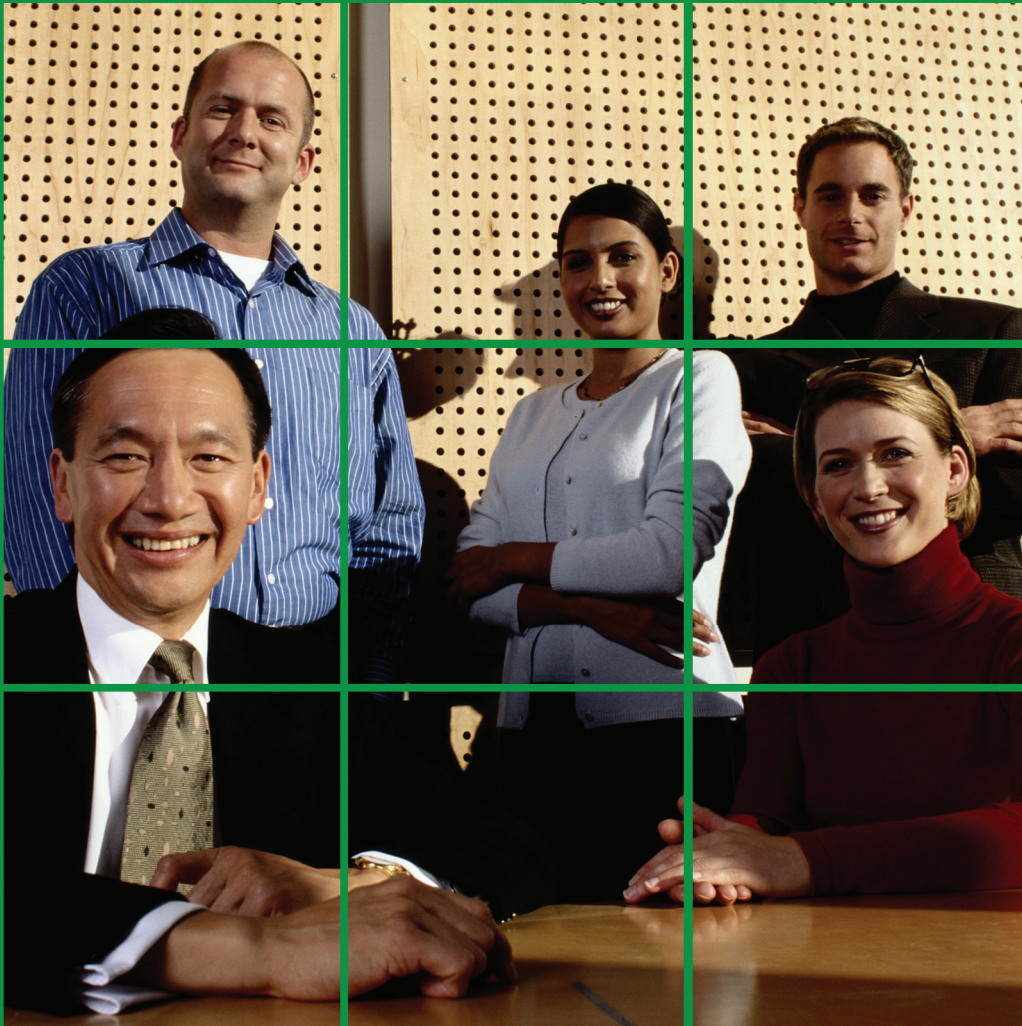
# Small Business Administrator's Cup Award

## About the

## NASA Small Business Administrator's Cup Award (SBAC)

### Administrator's Cup

The NASA Small Business Administrator's Cup Award (SBAC) program annually recognizes the NASA Center that has the best overall small business program. This award program is sponsored by the NASA Office of Small Business Programs (OSBP). The purpose of the SBAC Program is to honor the significant contributions that a NASA Center has made to the Agency's small business program. The award recognizes successful and innovative practices that promote small business participation in the initiatives that NASA undertakes.



# Eligibility Requirements

## Eligibility Requirements

Following are the **Eligibility Requirements** for the NASA Small Business Awards programs. Nominations should be submitted in accordance with the requirements below. Submittals not in compliance will not be considered.

### NASA Small Business Advocates Awards (SBAA)

- Nominations must be submitted by a NASA civil servant employee
- May be nominated for multiple categories but will receive the award in only one category
- Self nominations will not be accepted
- Nominations and award winners are restricted to NASA civil servant employees
- Nominees cannot win in the same category for two (2) consecutive years

### NASA Small Business Agency-level Industry Awards (SBIA)

- Nominations must be submitted by a NASA civil servant employee
- Companies and/or their representatives must have been recognized as a NASA Center's Small Business Prime Contractor of the Year, Large Business Prime Contractor of the Year, or Small Business Subcontractor of the Year for the current fiscal year
- Self-nominations will not be accepted
- Companies are not eligible to receive an Agency-level Award in the same category for any two (2) consecutive years

### NASA Small Business Administrator's Cup Award (SBAC)

- Nominations are not accepted for this award
- Each Center is required to submit its Small Business Program Report (SBPR) on 15 June and 15 December of each calendar year. The report that is due 15 June should include activities from October 1 through March 30 of the current fiscal year. The report that is due 15 December is cumulative and should include activities for the entire fiscal year. The quantitative and qualitative data and information gathered, which document the overall effectiveness of the Agency's small business program, are the bases of OSBP's biannual reports to NASA senior management and the Small Business Administration, and in determining the NASA SBAC Award winner each year



# Nomination Instructions and Guidance



## Nomination Instructions for Small Business Advocates Awards (SBAA)

Following are the **Nomination Instructions** for the NASA Small Business Advocates Awards programs. Nominations should be submitted in accordance with the instructions below. Submittals not in compliance will not be considered.

### NASA Small Business Advocates Awards (SBAA)

#### The nomination must:

- Be submitted on and follow the guidelines of the official nomination form downloadable at: <http://www.osbp.nasa.gov/award-sbaa.html>
- Be typewritten, single-spaced, and using Arial font size 11

Additional supporting materials will not be reviewed by the Selection Committee. Only one individual and/or team may be nominated per form. Centers may submit more than one nomination per category. Nominations must be received at NASA Office of Small Business Programs (OSBP) by the 1st Monday in August each year. Nominations received after the deadline will be ineligible to be considered for a Small Business Advocates Award.

#### *The nomination must address the following criteria:*

1. Impact on NASA Small Business Program
2. Impact on NASA Mission
3. Innovative Methodologies and Processes

## Nomination Instructions for Small Business Agency-level Industry Awards (SBIA)

Following are the **Nomination Instructions** for the NASA Small Business Agency-level Industry Awards. Nominations should be submitted in accordance with the instructions below. Submittals not in compliance will not be considered.

### NASA Small Business Agency-level Industry Awards (SBIA)

#### The nomination must:

- Be submitted on and follow the guidelines of the official nomination form downloadable at: <http://www.osbp.nasa.gov/award-sbia.html>
- Be typewritten, single-spaced, and using Arial font size 11

Additional pages and supporting materials will not be reviewed by the Selection Committee. Only one company may be nominated per form. Nominations must be received at NASA Office of Small Business Programs (OSBP) by the 1st Monday in August each year. Nominations received after the deadline will be ineligible to be considered for an Agency-level Award.

#### *The nomination must address the following criteria:*

##### Small Business Prime Contractor of the Year

1. Performs well on all NASA contracts—i.e., is on schedule and within cost
2. Exhibits responsiveness to contractual requirements, works cooperatively with contracting officials and program personnel, limits subcontracting to large businesses
3. Provides innovative solutions to problems/issues that arise in the contract

##### Small Business Subcontractor of the Year

1. Performs well as subcontractor on NASA contracts
2. Provides value-added and outstanding support—on schedule and within cost—to the prime contractor and innovative solutions to problems/issues that arise in the execution of the contract
3. Works cooperatively with NASA and prime contractor personnel

##### Large Business Prime Contractor of the Year

1. Performs well on all NASA contracts
2. Demonstrates overall sound small business programs, meets or exceeds small business requirements, uses small business contractors to perform some technical requirements of the contract during contract execution
3. Sponsors/participates in outreach activities

## Guidance for Small Business Administrator's Cup Award (SBAC)

Following is **Guidance** for considering Centers for the NASA Small Business Administrator's Cup Award.

### NASA Small Business Administrator's Cup Award (SBAC)

- There is no nomination form for this award
- Each NASA Center submits a mandatory biennial report on their small business program, the Small Business Program Report
- The report is due mid-year (June 15) and final (December 15) to the NASA Office of Small Business Programs (OSBP)
- The Final report is reviewed and scored by at least three (3) external federal Office of Small and Disadvantaged Business Utilization (OSDBU) Offices
- The scores are submitted to the OSBP Associate Administrator who makes the final determination
- The award is presented at the NASA Center by the OSBP Associate Administrator and other top NASA officials



# Small Business Award Winners

## Small Business Award Winners

### [NASA Small Business Award Winners](#)

To view a complete list of current and previous NASA small business award winners, visit the Office of Small Business Programs Web site at <http://www.osbp.nasa.gov/award.html>.

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